

## FAMILY SELF-SUFFICIENCY SPECIALIST

## **Purpose:**

To actively support and uphold the City's stated mission and values. To plan and coordinate the operations and activities of the Family Self Sufficiency (FSS) Program for the City's Housing Division; and to act as case manager for families and individuals residing in federal assisted housing, including providing information, support and resources to assist them in becoming economically self-sufficient.

## **Supervision Received and Exercised:**

Receives general supervision from the Housing Supervisor or from other supervisory or management staff.

#### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Plan, implement and coordinate the activities of the Housing Division's Family Self Sufficiency (FSS) Program including participant recruitment and selection, orientation and on-going case management.
- Act as case manager for families and individuals participating in the program by providing counseling, support and community resources to assist in establishing economic independence.
- Develop Self Sufficiency Program action plans with individual program participants; develop individual training and service plans and provide feedback to participants on their progress.
- Act as liaison with local providers of self-sufficiency services, such as job training, career counseling, childcare and transportation; facilitate meetings between providers and participants. Work with other agencies to promote, improve and obtain support for the homeownership program.
- Meet regularly with program participants and local providers to monitor program progress; revise participant goals as appropriate and encourage focus on achievement of short and long-term goals.

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- Monitor and follow HUD regulations regarding interim re-examinations, portability and eligibility to ensure compliance, and fair practices and procedures for the FSS program.
- Develop a "bridge or link to the FSS Program in order to assist FSS participants in moving towards Homeownership.
- Participate in the development and implementation of Homeownership Program goals, objectives, policies, and priorities; identify resource needs.
- Prepare grant applications for available funds related to homeownership.
- Work with local lenders and agencies to gain a better understanding of the home buying process and provide workshops to participants to assist them with the process. Attend community meetings to enhance and further develop the program.
- Conduct the screening for eligibility, training, motivating and evaluating of Section 8 participants who show interest in becoming homeowners. Conduct Homeownership Briefings to inform participants of the Homeownership program.
- Establish procedures for the recruitment and selection of Homeownership participants; process applications for participants in the program; determine services needed by participants and match services and providers with participants.
- Research appropriate public and social service agencies and organizations, resident groups, and private businesses to determine the most appropriate agency match with family members.
- Assist participants with budgeting plans and general financial information.
- Maintain the case management of Homeowners after purchasing a home as required by HUD.
- Counsel Homeownership participants regarding compliance with the Housing Agency's rules and regulations. Review, interpret, and implement HUD and other federal policy regulations.
- Represent the Homeownership Program to other City of Tempe Divisions, outside agencies and to other Housing Agencies; explain program policies and activities.
- Compile, maintain and update various statistics, reports and records required by HUD.
- Perform related duties as assigned.

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#### **Minimum Qualifications:**

### **Experience:**

Two years of responsible experience in social casework or counseling, preferably in an assisted housing environment. Experience in mortgage banking is desirable.

#### **Education:**

Requires the equivalent to a Bachelor's degree from an accredited college or university with major course work in social services, counseling, psychology, business or degree related to the core functions of this position.

## **Licenses/Certifications:**

None

#### **Examples of Physical and/or Mental Activities:**

(Pending)

#### **Competencies:**

(Pending)

Job Code: 184

Status: Exempt / Classified